



Centre Activity Report

External Quality Assurance Remote Sampling/Moderation

Section 1 Contact details

1.1 Transaction number	8000311002
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1.2 Centre Name	Addysg Oedolion Cymru
1.3 Centre number	076981

1.4 Centre contact	
Title	
First name	Nia
Surname	Page
Telephone number*	+442920235277
Email address*	nia.page@adultlearning.wales

Consultant Name	Lucinda Coombes
Type of activity	External QA Remote Sampling Visit
Date of activity (dd.mm.yyyy)	16.11.2020
Start Time (24 hrs clock)	08:00
Finish Time (24 hrs clock)	14:00

Location of activity	Remote
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Section 2 Summary of activity & centre staff met

2.1 General comments regarding the day including good practice. For a support visit outline advice, guidance & training provided	<p>This is a a non adapted activity. This was originally planned as a face to face activity but due to Covid-19 this has been changed to a remote activity. The centre have sent the learner information for the sample via an electronic transfer and via the post.</p> <p>Additional information was required and this was subsequently sent by the centre.</p> <p>The recommendation is that the centre remain on the same risk qualification sanction level even though there is an excavation in the previous low action for assessment before registration. This was a single occurrence and discussed with the centre.</p> <p>The recommendation is that there is an activity booked for the centre in a years time and to be a centre based visit.</p>
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2.2 Centre staff met	
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Staff Name	Role	Met
Nia Page	Centre Contact	<input type="radio"/> Yes <input checked="" type="radio"/> No

Has the previous action plan been met by the centre?	No
Comments	

	<p>Previous EQA activity 8000262421</p> <p>I - The centre to ensure they have the up to date C&G documentation including: Centre Manual, OQAR and inform the assessment teams - Signed as complete</p> <p>A - OQAR 4.11 - The centre to ensure that there is no assessment before registration going forward - not signed as complete</p> <p>I - The centre to ensure that there is timely completion for 6317 in line with the strategy - this is to carried forward</p> <p>I - Unit 402 the centre needs to have IQA learner undertaking the standardisation activity and ensure IQA docs meet Centre requirements - Signed as complete</p> <p>A - CF I Going forward for 6317-32 and ensure that there is consistency with learners only undertaking 6317 if the assessment strategy for the learners qualifications requires an assessor certificate and this will ensure that the 3 assessment methods can be achieved - Signed as complete</p>
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Section 3 Qualification related information

3.1 Qualifications sampled/advised

Qualification number	Qualification title	Number of active registered learners	Number of certificated learners from last 12 months	Prior qualification approval status	New qualification approval status
6317-32	Level 3 Award in Assessing Voca	0	7	Low (Full Approval)	Low (Full Approval)
6317-41	Level 4 Award in the Internal Qu	0	2	Low (Full Approval)	Low (Full Approval)
6502-31	Level 3 Award in Education and T	40	20	Low (Full Approval)	Low (Full Approval)

3.2 Checklist

Please add comments to explain your response.

Quality Assurance Requirement	Finding	Comments
Is the Staff Matrix up-to-date?	<input checked="" type="radio"/> Yes <input type="radio"/> No	The assessment team has been updated through a number of Centre updates on the Walled Garden.
Are all current staff approved, and hold the relevant recognised qualifications?	<input checked="" type="radio"/> Yes <input type="radio"/> No	The following CPD records have been submitted as follows: Simon Conlin - Not up to date - last entry July 2020 Clair Charalambous - up to date and relevant CPD Eleanor Jones - up to date and relevant CPD James Berry - up to date and relevant CPD Marilyn Thomas - up to date and relevant CPD Nia Page - up to date and relevant CPD Sam Emmett - up to date and relevant CPD (more CPD around the teaching and learning would support this CPD record) Sarah Commell-Jones - Not up to date - last entry July 2020 Sarah O'Neill - up to date and relevant CPD
Is the centre registered for and receiving the monthly mailings?	<input checked="" type="radio"/> Yes <input type="radio"/> No	The centre have confirmed monthly mailings.
Does centre access centre section of website - to obtain latest guidance and updates?	<input checked="" type="radio"/> Yes <input type="radio"/> No	The centre have been in contact several times during mitigations with the EQA with queries about the delivery of 6502.

Quality Assurance Requirement	Finding	Comments
Does the centre work with any subcontractors, partners or third parties in the delivery and/or assessment of these qualifications? If so, please describe the nature of that relationship with details of how roles are documented and understood, and how arrangements are quality assured. //	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A //
Are learners development needs matched against the requirements of the qualification(s) and an agreed individual assessment plan established? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	The centre have a set induction pack and delivery pack for the qualifications: Record of achievement Plagiarism declaration Learner Code of Conduct Action Plan ILP Skill scan Pen profile //
Do learners have regular opportunities to review their progress and goals? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	There is a review of the learner submissions with feedback, areas achieved and areas of improvement noted and dates for this to be resubmitted. //
Do learners have regular opportunities to revise their assessment plan accordingly? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	As above //
Are particular assessment requirements of learners identified and met where possible? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	The centre to familiarise themselves with the C&G guidance regarding the additional requirements: https://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library //
Were any assessments completed in Welsh? If so, please provide further details in section 2.1 //	<input type="radio"/> Yes <input checked="" type="radio"/> No	There are no assessments presented in Welsh seen today although this is a Welsh centre they have procedures in place to ensure that any assessment can be assessed in Welsh //

3.3 Sampling Pages

Learner name and Reg. number	Reg. and Cert date	Qual. and Unit(s) sampled	Assessor name	Type of assessment and Date of Assessment (dd.mm.yyyy)	Do you agree with the Assessor finding?	Internal Quality Assurer (IQA) name	Internal quality assurance activity and date	Do you agree with Internal Quality Assurer finding?	Hide All
Rukia Rahman WPU9956	19.10.2017 02.10.2020	6317-32 301 303	Clare Grist	Portfolio 02.12.2019	Yes	Nia Page	Final 01.10.2020	Yes	Hide

The full portfolio has been presented for this learner and includes :

Assessment planning
Delivery Model and evidence noted
CV and profile
Skill scan
Learning Log
Witness List

Unit 301 - This has been submitted as an assignment with comments from the assessor. This is supported by additional pieces of evidence planned by the assessor.

Unit 303 - There are a number of observations of the learner and the activities that were completed during the observation. There is an observation checklist completed for the observation undertaken. There is a reflective statement /CPD/witness testimony. There is copies of the learner work that has been assessed by the assessor/candidate.

The evidence presented is on the excessive side with a number or pieces of evidence not required for the assessment of this qualification. The centre could review the evidence required ongoing to ensure that the learners are only producing evidence that is required to show competence for this qualification.

Learner name and Reg. number	Reg. and Cert date	Qual. and Unit(s) sampled	Assessor name	Type of assessment and Date of Assessment (dd.mm.yyyy)	Do you agree with the Assessor finding?	Internal Quality Assurer (IQA) name	Internal quality assurance activity and date	Do you agree with Internal Quality Assurer finding?	Hide All
Jane Booty ZTR3519	08.11.2018 02.10.2020	6317-32 301	Clare Grist	Portfolio 11.11.2019	Yes	Nia Page	Final 30.09.2020	Yes	Hide
<p>The full portfolio has been presented for this learner and includes:</p> <p>Assessment planning Delivery Model and evidence noted CV and profile Skill scan Learning Log Witness List</p> <p>The evidence presented is on the excessive side with a number or pieces of evidence not required for the assessment of this qualification. The centre could review the evidence required ongoing to ensure that the learners are only producing evidence that is required to show competence for this qualification</p> <p>301 - This unit has been assessed through a number of evidence. These support the assignment for this unit. The required knowledge has been seen through the presented evidence.</p>									
Tracy Fletcher TPL2864	30.10.2017 13.10.2020	6317-41 401 402	Clare Grist	Portfolio 12.12.2019	Yes	Nia Page	Final 13.10.2020	Yes	Hide
<p>The full portfolio has been presented for this learner and includes:</p> <p>Assessment planning Delivery Model and evidence noted CV and profile Skill scan Learning Log Witness List</p> <p>The evidence presented is on the excessive side with a number or pieces of evidence not required for the assessment of this qualification. The centre could review the evidence required ongoing to ensure that the learners are only producing evidence that is required to show competence for this qualification.</p> <p>401 - the evidence is in written form with a number of activities showing some of the detail. It would be much better and in line with the strategy for the learners to use these activities to then produce a final assessment which would show the knowledge and the adherence to the command verbs.</p> <p>Unit 402 - There is lots of evidence that is not required presented. There is however evidence of standardisation meetings/ observations/CPD. The centre should ask IQA learners to submit IQA sampling plans/ reports/IQA observations and learner interviews as part of the evidence.</p>									
Alan Morris ATF3795	14.07.2020	6502-31 301	Sam Emmett	Portfolio 21.05.2020	Yes	Sarah O'Connell-	Final 19.05.2020	Yes	Hide
<p>This is a non adapted unit for this learner.</p> <p>U301 - This is a knowledge unit. The centre have a structured assessment for the learners to competed to show their knowledge and understanding. The level 3 command verbs especially explain are at times not fully met.</p> <p>The IQA report - this is for the cohort and all learners should be individuals named on the report.</p> <p>There is both assessment and IQA before registration.</p>									
Michaela Route AXK2712	20.03.2019 18.11.2019	6502-31	Jeanette Smalls	Portfolio	N/A			N/A	Hide
<p>This is not available for todays activity and the centre are aware that they can't return files to the learenr before an EQA activity - A replacement was submitted.</p>									
Rachael Joynes CVC2398	06.11.2019 18.09.2020	6502-31 301 302	Marilyn Thomas,	Portfolio 20.01.2020	Yes	Sarah O'Connell-	Final 16.09.2020	Yes	Hide
<p>This is a non adapted unit for this learner.</p> <p>The portfolio has been submitted for this learner. The reflective diaries have been reviewed and they are in line with the qualification requirements.</p> <p>Unit 301 - this has been submitted and the level of detail show the requirements for the unit. There are appropriate references in the submission. There is an assessment feedback form to confirm the areas that show the achievement of the criteria.</p> <p>Unit 302 - there is an overview and the required context for this unit. There is a lesson plan and group profile as required by the criteria in the unit. The learner has written an overview and context of the lesson plan. There was a tutor observation sheet for the Micro Teach and the required Peer evaluation feedback forms and the required reflection.</p> <p>305 - There is documented assessment feedback for this unit. This has been submitted through a written submission in line with the assessment strategy.</p>									

Learner name and Reg. number	Reg. and Cert date	Qual. and Unit(s) sampled	Assessor name	Type of assessment and Date of Assessment (dd.mm.yyyy)	Do you agree with the Assessor finding?	Internal Quality Assurer (IQA) name	Internal quality assurance activity and date	Do you agree with Internal Quality Assurer finding?	Hide All
Nathania Minard EBQ9707	27.11.2019	6502-31 301 302	Sian Prichard	Portfolio 06.01.2020	Yes	William Owen	Interim 18.02.2020	Yes	Hide
<p>This is a non adapted unit for this learner.</p> <p>Unit 301 - This is a submitted as an assignment with the required referencing. The level of detail in the submission meets the requirements for this unit. This has been IQA'd as part of the sample.</p> <p>302 - the reflective journals with the assessor feedback have been reviewed and show the required level of detail required for this unit.</p>									
Rebecca Pereira EKJ3193	10.01.2020 18.09.2020	6502-31 302	Marilyn Thomas	Portfolio 01.03.2020	Yes	Sarah O'Connell-	Final 14.09.2020	Yes	Hide
<p>This is a non adapted unit for this learner.</p> <p>The portfolio has been submitted for this learner.</p> <p>Unit 302 - The evidence of the Micro teach has been submitted for review. The evidence includes the assessor feedback sheet, resources, lesson plan, peer feedback and the learner contextualised statement. All in line with the strategy.</p>									

Summary of comments on sampling	<p>The centre have submitted the required sample.</p> <p>The evidence for following has been reviewed:</p> <p>6502 - In the main the evidence for this qualification meets the assessment strategy.</p> <p>6317 - The centre should ensure that the files submitted have only the required evidence for summative assessment and not evidence of any learning. It is at times very confusing with the evidence submitted to see what is required and what is additional evidence for the criteria.</p>
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3.4 Final Questions

Please add comments to explain your response.

Quality Assurance Requirement	Finding	Comments
Have all programme operations been complied with? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>The centre need to ensure that they deliver these qualifications in a timely manner as a number have been certificated only a few weeks before the expiry of the registration.</p> <p>The centre are moving to a Welsh based AO for 6502 going forward.</p> <p>There is also one example of assessment and IQA before registration discussed in the centre today. //</p>
Is the assessment strategy complied with? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	In the main the assessment strategy has been met with some areas of development discussed with the centre. //
Have all assessments been sampled as planned? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>There are IQA sampling plans have been presented for these qualifications.</p> <p>The centre need to ensure that they are using a CAMERA and risk based IQA sampling model going forward. //</p>
Do IQA staff facilitate regular standardisation activities? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>There are a number of standardisation meeting minutes and these include:</p> <p>25th March 20 - Area from EQA correspondence have been confirmed in this meeting. The use of a Cam Scanner and the use of photos.</p> <p>18th June 20 - The use of a blended approach and areas of concern in the delivery of the qualification.</p> <p>Aug 20 - this standardisation was about delivering MT online. //</p>
Do IQA staff give appropriate feedback to assessors regarding their assessment decisions? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	There are IQA reports for all learners sampled above. There is evidence of both interim and summative IQA activity. //

Quality Assurance Requirement	Finding	Comments
Do IQA staff maintain appropriate sampling plans in line with CAMERA? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	The centre have updated the sampling plans with dates and confirmation of units sampled. //
Are records of IQA activity maintained and made available in line with City & Guilds / ILM requirements? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	The centre have presented the IQA records in line with the C&G requirements. //
Do all claims for certificates meet the necessary requirements? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	The recommendation is that the centre remain on the current risk levels based on the EQA sampling undertaken today. //
Are there any other risks concerning IQA activity? //	<input type="radio"/> Yes <input checked="" type="radio"/> No	There are no risks seen in the IQA activity sampled today. //

Section 4 Action, Improvement Plan

Date set (dd.mm.yyyy)	Action/Improvement Point	Level of risk	By whom	By when (dd.mm.yyyy)	Date completed (dd.mm.yyyy)	* To be checked by (mandatory field)
16.11.2020	I - ALL 'IV ' docuemtnation should be rebranded and updated to reflect current terminology with IQA //	Improvement	Assessment	30.01.2021		Next EQA activity in the centre //
16.11.2020	I - The centre need to show the individual names of all learners on all IQA reports //	Improvement	Assessment	30.11.2020		Next EQA activity in the centre //
16.11.1202	OQAR 1.2 - all files must be available for EQA sampling //	Low	Assessment	30.05.2021		Next EQA activity in the centre //
16.11.2020	Escalated A OQAR 4.11 The centre to ensure there is no IQA/assessment before registration //	Medium	Assessment	30.11.2020		Next EQA activity in the centre //

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